



IN THE MATTER OF THE	)	
	)	Case No. 48S00-0610 -MS- 353
APPROVAL OF LOCAL RULES	)	
	)	
FOR MADISON COUNTY	)	

#### ORDER APPROVING AMENDED LOCAL RULES

The judges of the Madison Circuit, Superior and County Courts request the approval of amended local rules: for caseload allocation in accordance with Ind. Administrative Rule 1(E), appointment of special judges in accordance with Ind. Trial Rule 79, assignment of criminal cases in accordance with Ind. Criminal Rule 2.2 and court reporter services in accordance with Ind. Administrative Rule 15. Attached to this Order are the proposed amended local rules.

Upon examination of the proposed rule amendments requested by the Madison Circuit, Superior and County Courts, this Court finds that the proposed rule amendments, LR48-AR00-07, LR48-TR-79-20, LR48-CR2.2-13 and LR48-AR18-08, comply with the requirements of Ind. Administrative Rule 1(E), Ind. Trial Rule 79, Ind. Criminal Rule 2.2 and Ind. Administrative Rule 15 and accordingly, should be approved.

IT IS, THEREFORE, ORDERED by this Court that Madison County Local Rules, LR48-AR00-07, LR48-TR-79-20, LR48-CR2.2-13 and LR48-AR18-08, set forth as an attachment to this Order, are approved effective January 1, 2007, provided further that the rules shall be posted in the county clerk's office(s) and on the county clerk's website, if any, and on the Indiana Judicial Website not less than thirty (30) days prior to the effective date.

The Clerk of this Court is directed to forward a copy of this Order to the Hon. Fredrick R. Spencer, Madison Circuit Court, 16 East Ninth Street, Box 27, Anderson, IN 46016-1575; the Hon.

Dennis D. Carroll, Madison Superior Court, 16 East Ninth Street, Anderson, IN 46016-1574; the Hon. Jack L. Brinkman, Madison Superior Court, 16 East Ninth Street, Anderson, IN 46016-1579; the Hon. Thomas Newman, Jr., Madison Superior Court, 16 East Ninth Street, Anderson, IN 46016-1572; the Hon. David W. Hopper, Madison County Court, 16 East Ninth Street, Anderson, IN 46016-1576; the Hon. Thomas L. Clem, Madison County Court, 16 East Ninth Street, Anderson, IN 46016-1576, and to the Clerk of the Madison Circuit, Superior and County Courts, and to post this Order on the Court's website dealing with local rule amendments.

The Clerk of the Madison Circuit, Superior and County Courts is directed to enter this Order and attachment in the Record of Judgments and Orders for the Courts, to post this Order and attachment for examination by the Bar and the general public, and if available, to publish this Order and attachment on the county clerk's website.

DONE at Indianapolis, Indiana, this \_\_\_\_\_ day of October, 2006.

Randall T. Shepard

Chief Justice of Indiana

## LOCAL RULE 5: OFFICE STAFF LR48-AR00-07 CASELOAD PLAN

A. The Madison-County average caseload measure, pursuant to the weighted caseload
statistics, is currently at one hundred thirty one percent (131%)
B. Pursuant to Supreme Court order easeloads for each state Court in Madison County
must be adjusted such that each court is within a range of twenty-five percentage point
above or below the county average. Madison County caseloads should therefore fall
between 106% and 156% to comply with the order.
C. The Honorable David W. Hopper, Judge of Madison County Court, Div. 1, Drug Court Judge
shall receive as special Judge cases from Circuit Court, Superior Court 1, Superior Court 3, and
County Court 2 for processing in the Madison County Drug Court. Judge Hopper The Drug Court
Judge will be available weekly to preside in such court. Such transfers of cases should place all
courts within or very near the fifty point range specified above, with the exception of Superior
Court 2.
D. The Court Administrator for the Unified Courts shall make a quarterly analysis of
caseload statistics to determine whether any state court in Madison County falls outside the
permissible range for that quarter.
E. Any Judge whose numbers exceed the permissible maximum shall request permission

of the Supreme Court to appoint one or more Senior Judges to assist in the processing of cases.

A. In compliance with Administrative Rule 1(E), the following chart reflects the directed jurisdictional caseload allocation for the Madison County Courts of Record. No part of this rule shall prohibit the transfer of individual cases to promote efficiency, fair distribution, or the timely resolution of cases.

CASELOAD AL	LOCATION				······································	· · · · · · · · · · · · · · · · · · ·
	Superior I	Superior II	Superior/III	Circuit	County I	County II
Case Type				State of the order		
MR	33.33%		33.33%	33.33%		
FA	33.33%		33.33%	33.33%		
FB	33.33%		33.33%	33.33%		
FC	33.33%		33.33%	33.33%		1.00
FD .				20%	40%	40%
CM		77.1			50%	50%
MC						
PL			-			
MF	33.33%		33.33%	33.33%		
CC :						
CT						
SC					35	
DR (Pro se)	25%	25%	25%	25%		
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### LR48-TR79-20 SPECIAL JUDGE SELECTION IN CIVIL AND JUVENILE CASES

- A. A copy of each pleading or each paper filed with the Court after a Special Judge has qualified shall be mailed or delivered by counsel to the office of that Special Judge with service to that Special Judge indicated on the certificate of service.
- B. Pursuant to Trial Rule 79, should all remedies listed under 79 (D), (E), and (F) fail to produce a special judge then the appointment of an eligible special judge shall be made pursuant to local rule, as follows, in accordance with 79 (H).
- C. The Madison County Clerk, on a rotating basis in consecutive order, shall select the eligible judge in Madison County as follows:

For all domestic relations or paternity cases:

Presiding Judge of the Madison Circuit Court Presiding Judge of Superior Court, Division I Presiding Judge of Superior Court, Division II Presiding Judge of Superior Court, Division III

For all other case types:

Presiding Judge of the Madison Circuit Court Presiding Judge of Superior Court, Division I Presiding Judge of Superior Court, Division II Presiding Judge of Superior Court, Division II Presiding Judge of County Court, Division I Presiding Judge of County Court, Division II

D. Should none of the above-referenced judges accept jurisdiction due to disqualification pursuant to the Code of Judicial Conduct, ineligibility for service under this rule, or excused from service by the Indiana Supreme Court, then the appointment shall be made at random by the Clerk from eligible judges within Administrative District 6 (Blackford, Delaware, Grant, Henry, Jay, and Randolph counties).

E. In the event that no judicial officer within Administrative District 6 is eligible to serve as special judge or the particular circumstances of the case warrant selection of a special judge by the Indiana Supreme Court the judge of the court in which the case is pending shall certify the matter to the Indiana Supreme Court for appointment of a special judge.

### LOCAL RULE 40: COURT REPORTER SERVICES LR48-AR15-08

- A. Definitions. The following definitions shall apply under this local rule:
  - 1. Court Reporter: a person who is specifically designated by a court to perform the official court reporting services for the court, including preparing a transcript of the record.
  - 2. Equipment: all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes, and any other device used for recording, and storing, and transcribing electronic data.
  - 3. Work space: that portion of the court's facilities dedicated to each court reporter, including but not limited to actual space in the courtroom and any designated office space.
  - 4. Page: the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure VII B.
  - 5. Recording: the electronic, mechanical, stenographic, or other recording made as required by Indiana Rule of Trial Procedure 74.
  - 6. Regular hours worked: those hours which the court is regularly scheduled to work during any given work week.
  - 7. Overtime hours worked: those hours worked in excess of forty (40) hours per work week.
  - 8. Work week: means a seven (7) consecutive day week that consistently begins and ends on the same day throughout the year.
  - 9. County indigent transcript: a transcript that is paid for from county funds

and is for the use on behalf of a litigant who has been declared indigent by a court.

- 10. State Indigent transcript: a transcript that is paid for from state funds and is for the use on behalf of a litigant who has been declared indigent by a court.
- 11. Expedited transcript: a transcript which that is required to be completed in three days or less.
- B. Salaries and Per Page Fees.
  - 1. Court Reporters shall be paid an annual salary for time spent working under the control, direction, and direct supervision of their supervising Judge during regular work hours or overtime hours. The supervising Judge shall enter into a written agreement with the court reporter which outlines the manner in which the court reporter is to be compensated for overtime hours.
  - 2. The maximum per page fee a court reporter may charge for the preparation of a non-expedited transcript shall be \$4.00 per page. However, the Court may authorize up to \$5.00 per page for expedited transcripts.
  - 3. A minimum fee up to \$35.00 per transcript is permissible.
  - 4. Index and Table of Contents pages should be charged at the per page rate being charged for the rest of the transcript.
  - 5. An additional labor charge equal to the court reporters hourly court salary will be charged for the time spent binding the transcript and the exhibit binders.
  - 6. A Court Reporter shall not be compensated for transcripts prepared during regular working hours. Private transcripts shall not be prepared during regular working hours.
  - 7. A reasonable charge for the office supplies required and utilized for the binding and electronic transmission of the Transcript, pursuant to Indiana Rules of Appellate Procedure 28 and 29, is permissible. The costs for these supplies should be determined

pursuant to a Schedule of Transcript Supplies which should be established and published annually by the Judge or Judges of the county.

- 8. At separation of employment, the court reporter forfeits all future claim to income derived from requested copies of previously typed transcripts.
- 9. Upon payment for an indigent transcript, the court reporter shall transfer the original floppy disk (or other electronic media) containing the fully transcribed record to the custody of the court.

#### C. Private Practice.

- 1. If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, and the court reporter desires to utilize the court's equipment, workspace, and supplies, and the court agrees to the use of the court equipment for such purposes, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:
  - a. The reasonable market rate for the use of equipment, work space and supplies;
  - b. The method by which records are to be kept for the use of equipment, work space and supplies, and
  - c. The method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.
- 2. If a court reporter elects to engage in private practice through the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.
- D. Relevant Indiana Statutes and Trial Rules.

Pertinent Indiana Statutes and Indiana Rules of Court regarding the Unified Court policy regarding the transcription of court proceedings are as followings:

I.C. 33-5-33.1-8, Appointment of personnel. The court may appoint,...court reporters,...to transact the business of the court. The persons so appointed shall perform such duties as prescribed by the court.

I.C. 33-15-23-1, Appointment and duties of official reporters. The Judge of each ... Superior Court ... shall appoint an official reporter.

I.C. 33-15-23-5, Transcript of proceedings. Whenever ... such reporter shall be requested to do so (they) shall furnish to either party a transcript of all or any part of said proceedings required by (them) to be taken,... and it shall be (their) duty to furnish the same in ... typewriting ... and shall certify that it contains all the evidence given in the cause.

Trial Rule 74 (A), Court reports. The Judge may authorize or direct the court reporter or any other responsible, competent person, in his discretion, to make a transcription from such recordings, and the same shall be certified by the person making said transcription.

- E. Court Transcription Policy.
  - 1. Any person who is a court reporter or any other responsible person directed to prepare certified transcripts of court proceedings shall be administered a court reporter's oath before said person is entitled to prepare certified transcripts of proceedings.
  - 2. Only Unified Court employees are authorized to make certified transcriptions from recordings for the purpose of facilitating and expediting the trial of causes and appeals.
  - 3. The court reporter or other designated person causing a matter to be recorded shall have the first right of refusal to prepare any necessary certified transcriptions from said recording.
    - a. If the person with the first right of refusal to prepare a certified transcript declines to prepare said transcript, then other competent persons in the court of

#### <u>LR48-CR2.2-13:</u> <u>CRIMINAL DOCKETS (ASSIGNMENT)</u>

#### SECTION I.

All felonies and misdemeanors filed in the Madison County Courts of Record shall be assigned and docketed in accordance with this Rule.

Charges shall be filed and assigned pursuant to Section II, if applicable. If Section II is not applicable, charges shall be filed and assigned in accordance with Section III.

Cases with multiple defendants or with co-defendants shall be considered one case for filing purposes and shall be assigned to a single court, although each defendant may be given a separate cause number.

#### **SECTION II.**

If jurisdiction exists in said Court, new felony and misdemeanor charges shall be filed in the Court where other charges are pending against the defendant or where the defendant is on probation or otherwise under supervision.

#### SECTION III.

Capital cases, life without parole cases, Class A felonies, Class B felonies, and Class C felonies shall be randomly filed in Circuit Court, Superior Court I, and Superior Court III.

Class D felonies and misdemeanors shall be randomly filed in County Courts I and II County

Court, Divisions I and II. (40%); County Court, Division II (40%); and Circuit Court

(20%).

#### SECTION IV.

When a case requires a change of Judge, the Clerk shall randomly select a new Judge from the remaining County Court, Superior Court and/or Circuit Court Judge judges exercising comparable jurisdiction. The Clerk shall so notify the new Judge of the appointment as Special

Judge. If a selected Special Judge is unable to accept jurisdiction due to conflict of interest, or the Special Judge is later disqualified, the Clerk shall select a successor Special Judge at random from the remaining Judges of Circuit, Superior and County Courts exercising criminal jurisdiction.

#### SECTION V.

- E. A. A "Drug Court" is established to provide specialized services including intensive treatment, supervision and accountability for specified defendants and probationers where it appears that the defendant or probationer's addiction to controlled substances and/or use of illegal drugs has substantially contributed to the defendant's status or charges pending.
- F. B. Drug Court policy and procedures shall be established from time to time by rule or order signed by a majority of the Judges of the Superior and County Courts exercising criminal jurisdiction. The day-to-day operation and management of the Drug Court shall be assigned for a to a two year term to the presiding Judge of a County or Superior Court by majority vote of the Judges of the County and Superior Courts. The initial assignment shall be to the presiding Judge of the Madison County Court, Division I.
- G. C. All criminal charges shall be filed as provided in A through D of this rule sections I through IV. However, after a charge has been filed, a presiding Judge may, upon application of a defendant, and with the consent of the State of Indiana and the Drug Court Judge, temporarily transfer jurisdiction of the cause supervision of the defendant to the Drug Court for supervision and for such other orders and services as may be appropriate. No cause defendant may remain in under Drug Court jurisdiction supervision for more than eighteen (18) months 36 months without the consent of the State of Indiana and the referring Judge. The Drug Court Judge may direct, at any time, that Drug Court intervention be terminated and that the cause defendant be returned to it's the original referring court for trial setting or other proceedings.

- H. D. The time during which a cause is docketed defendant is supervised in the Drug Court will be charged to the Defendant for purposes of Criminal Rule 4.
- I. E. Subject to acceptance by the Drug Court Judge, a presiding Judge may require a probationer to participate in Drug Court treatment and supervision as a condition of a suspended or partially-suspended sentence.

#### Caseload Allocation Plan

Recommendation for Madison County

Recommendation: Approve

A preliminary analysis of Madison County's Caseload Allocation Plan revealed that the projected utilization variation between Madison Circuit Court, Superior Court 1 through 3, and County 1 and 2 is less than the 0.40 allowable variation (see Figure 1).

	Projected Need	Actual Have	Projected Utilization
Circuit	2.04	1.50	1.36
Superior 1		1.50	1.28
Superior 2		1.80	1.39
Superior 3	1.70	1.50	1.13
County 1	1.33	1.00	1.33
County 2	1.43	1.10	1.30
		Difference	0.26

Figure 1

#### Method:

The projected utilization calculations displayed above are based on an analysis of Madison County's Local Rules and a statement submitted to me by Court Administrator, Tim States. States' supplemental statement also included a redistribution plan for Madison County's judicial resources (see Appendix A).

Since Madison will rely on judicial officer reallocation, the judges chose to partially adjust their current method of allocation. Therefore, I used historical data to allocate the case types that were not specifically addressed or adjusted in the new Caseload Allocation Plan. I extracted proportions from 2005 new filings data and used them in conjunction with the specifically addressed case types to project what the caseload for each court will be following the application of the proposed plan (see Appendix B).

Finally, I extracted the projected caseload data for each court and inserted them into the weighted caseload calculation spreadsheet (see Appendix C) to establish projected utilization for each court.

APPENDIX A

#### **CASELOAD DISTRIBUTION PLAN**

Mortgage Foreclosures:

Rotated Sup I, Sup III, Circuit

Pro-se Divorces:

Rotated Sup I, Sup II, Sup III, Circuit

Protective Orders:

Rotated Sup I, Sup III, County I, County II

D Felonies:

20% Circuit, 40% County I, 40% County II

Court:	Superior I	Superior II	Superior III	Circuit	County I	County II
Need:	1.96	2.49	1.97	1.97	1.27	1.23
Utilization:	1.30	1.38	1.32	1.32	1.27	1.12
Have:	1.5	1.8	1.5	1.5	1.00	1.10

#### Candace,

The grid above represents an estimation of the Utilization rate based upon the proposed caseload allocation plan. "Judicial Have" numbers were deemed accurate by the Unified Court Judges during the formulation of the plan. Superior II has a higher "Have" due to its increased coverage by a IV-D Magistrate that hears a larger percentage of Superior II cases.

Thanks,

Tim States Court Administrator Unified Courts of Madison County

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Zuba distribution proportions were used for caseload allocation projections since Madison county judges will not after the distribution of these case types (confirmed by Court Administrator, Tim States)

# Madison County

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To:

Jim Maguire

From: Linda Loepker

Re:

LR48-AR15-08

Madison County

Date: September 29, 2006

I have conducted the review of the submitted local rule for Madison County for the governing of transcript preparation. I have applied the guidelines for approval that the Supreme Court issued in December 2001. My review has shown the following:

- Paragraph B 5 authorizes a labor charge equal to the court reporters hourly court salary. This language is in compliance with the guidelines.
  - Section A, Definitions. The numbering of the paragraphs has been corrected. 2.
- 3. Paragraphs B 8 & 9, and E 6 thru 9 relate to matters not addressed in the guidelines. My comments have not changed since my May 26<sup>th</sup> review. I am not in a position to determine whether or not the language is permissible under the Rules of Appellate Procedure.
- My comments concerning the proposed changes to Paragraphs D and E 3 have not changed since my prior reviews. Accordingly, I have no comment on whether or not they are acceptable.

At this time, subject to the qualifiers found in paragraphs 3 & 4 above, I am recommending this rule be approved.